

DDA REGISTRY

FILE: *Personal*

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Experimental Flexible and Compressed Work Schedules for Administrative Staff, ICS

FROM:

Harry E. Fitzwater
Director of Personnel
5 E 58

EXTENSION

NO.

79-6905

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Finance
1212 Key

12/18/79 EIS/SCB

1. For your concurrence.

2.

3. Executive Officer,
DD/A

12/18

3

4. Associate DD/A

12/21

am

5. Deputy Director for
Administration

5. It is recommended that your approval line include the following:

This request is approved with the understanding that the proposed compressed work schedule is a ten-hour workday for a four-day week. It is further understood that the Office of Personnel will require an assessment report upon completion of the three months experimental period in March 1980.

STAT



Harry E. Fitzwater

Att

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DD/A Registry

79-2222/8

DCI/RM-79-2937
3 December 1979

PERS 79-6905

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Personnel
Director of Finance

FROM:
Chief, Administrative Staff, ICS

SUBJECT: Experimental Flexible and Compressed Work Schedules
for Administrative Staff, IC Staff

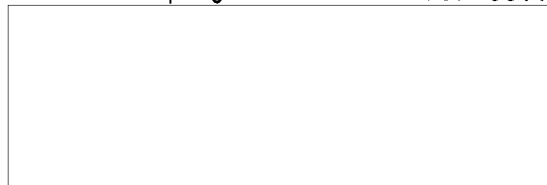
REFERENCE: same subject

1. We request approval to institute the Flextime experimental program within the Intelligence Community Staff, Administrative Staff (ICS/AS) for a period of three months. Initiation of trial period to begin upon approval of the Deputy Director for Administration.

2. The program would consist of a combination of both Flextime and Compressed Time work schedules within the Administrative Staff and would ensure that each employee maintained a 40-hour work week and provide coverage of each office during the work week.

Core Time	0900-1530 hours
Outside Time	0700-1800 hours

3. The above proposed has been approved by the Deputy to the DCI for Resource Management and the Deputy to the DCI for Collection Tasking.



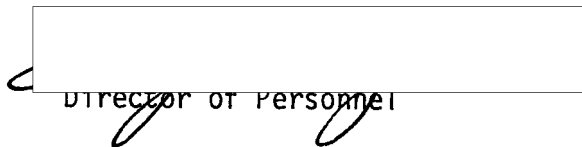
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SUBJECT: Experimental Flexible and Compressed Work Schedules for
Administrative Staff, IC Staff

CONCUR:


STAT

 12/14/79
Director of Personnel Date

STAT

 Dec 15, 1979
Director of Finance Date

STAT

APPROVED:  12/21/79
Deputy Director for Administration Date

*This request is approved with the understanding that the proposed compressed work schedule is a ten-hour workday for a four-day week. It is further understood that the Office of Personnel will require an assessment report upon completion of the three months experimental period in March 1980.

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